Safety and Health Policy Handbook

Your safety is the constant concern of this company. Every precaution has been taken to provide a safe workplace. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. NW Industrial Staffing and our clients are sincerely concerned for the health and well-being of each member of the team.

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions or hazards immediately to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by poster signs, discussions with your supervisor, posted department rules, and regulations published in the safety booklet. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

Understanding your job

Before you go to work, ask. what you will be doing. Understand the job and make sure that your body will be able to perform the job. If you don't think that you can handle it ask for a new job assignment.

Accident Reporting

1. Report all accidents/incidents, no matter and to NW Industrial Staffing. You must report the injury within 24 hours of occurrence.
2. If you need to see a doctor, do so immediately. Call the NWIS office at 541-636-3519 for Eugene or 541-797-0150 for Bend so that they can refer you to our doctor.
3. You will be required to take a drug-screen following any accident/incident.
4. Following your treatment, report to your NW Industrial Staffing office to fill out

FORM 801. The office team will help you in filling out this form. Be sure to bring your doctor's report. The instructions he/she gives you at the time of your treatment, is necessary to determine if you are eligible for light/modified duty employment.

5. If your physician authorizes time loss, there is at least a three-day waiting period before time-loss benefits will begin. To avoid loss of wages, we will inform your doctor that light/modified duty may be available and we will have the doctor complete a Work Release/Modified Offer Form.
6. The employee must provide certification from his/her health care provider of your ability to return to work before you will be reinstated.
7. You must report to your next scheduled shift once the doctor releases you to work (part-time, light, modified or regular) duty.

Fraudulent Claims

After we have performed an accident investigation and found it to be a fraudulent claim, we will notify our attorneys. Any employee with a fraudulent claim will be prosecuted to the fullest extent of the law.

Safety Violations

All employees who violate company safety policies and/or procedures will be subject to oral and/or written reprimand. The reprimand order will be as followed:

1st violation will result in oral warning with documentation.

2nd repeat violation will result in a written warning.

3rd repeat violation will result in termination.

Multiple (three or more) safety and/or health policy violations for various reasons may result in any of the above reprimands. These procedures can be superseded by a more aggressive policy governing a client's premises.

Lockout/Tag-out

If you are running a piece of machinery and something happens to it (example: electrical,

needs new saw blade or jam-up) you need to use lockout/tag-out. Lockout/tag-out is a device that locks out the energy to the machine. This prevents the machine from turning on while you're inside the machinery. If you are helping a co-worker with fixing the machine's problems then you also must have a lock on it too. ***NOTE:*** If you have not been trained to use lockout/tag-out do not go near the machinery if it needs to be locked out for servicing. If a co-worker asks for help and you have not been trained, do not perform the task. Lockout/tag-out is one of the most serious safety violations today. Many people have been killed because they did not use lockout/tag-out or because they were not trained properly.

Hazardous Materials Communication

If you are using hazardous materials, you need to understand what it is you are using. You need to know what type of personal protective equipment (PPE) to use. You also need to know what a Material Safety Data Sheet (MSDS) is and what it consists of. All the information you need will be given to you by your supervisor. If you have any questions, refer to your supervisor and/or their Company Safety Program.

Lifting Materials

When you are lifting an object keep these seven things in mind:

1. *Size up the load*. If you feel that it may be too heavy or awkward then find help from a co-worker or mechanical tools.
2. *Get a firm footing*. Keep your feet apart for a stable base; point toes out.
3. *Bend your knees*. Don't bend at the waist. Keep the principals of leverage in mind at all times. Don't do more work than you have to.
4. *Tighten stomach muscles*. Abdominal muscles support your spine when you lift, offsetting the force of the load. Train muscle groups to work together.
5. *Lift with your legs.* Let your powerful leg muscles do the work of lifting, not your weaker back muscles.

6. *Keep the load close to the body*. Don't hold the load away from the body. The closer it is to your spine, the less force it exerts on your back.

7. *Keep the back in the upright position*. Whether lifting or putting down the load, don't add the weight of your body to the load. Avoid twisting; it can cause injury.

Specific Safety Rules and Guidelines

To ensure your safety, and that of your co-workers, please observe and obey the following rules and guidelines:

1. Observe and practice the safety procedures established for the job.
2. In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries or attempt to remove foreign particles from the eye.
3. In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
4. Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
5. Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
6. Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hairnets, etc.
7. Safety equipment such as restraints, pull backs, and two-hand devices are designed for your protection. Be sure such equipment is adjusted for you.
8. Stack materials, skids, bins, boxes, or other equipment so as not to block aisles, exits, firefighting equipment, electric lighting or power panel, valves, etc. FIRE DOORS AND AISLES MUST BE KEPT CLEAR.

9. Keep your work area clean.
10. Use compressed air only for the job for which it is intended. Do not clean your clothes with it and do not tamper with it.
11. Observe smoking regulations.
12. Shut down and lockout/tag-out your machine before cleaning, repairing, or leaving.
13. Tow motors and lift trucks will be operated only by authorized personnel. Walk-type lift trucks will not be ridden and no one but the operator is permitted to ride the tow motors. Do not exceed a speed that is safe for existing conditions.
14. Running and horseplay are strictly forbidden.
15. Do not block access to fire extinguishers.
16. Do not tamper with electric controls or switches.
17. Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
18. Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
19. Report any UNSAFE condition or acts to your supervisor.
20. HELP TO PREVENT ACCIDENTS.
21. Use designated passages when moving from one place to another; never take hazardous shortcuts.
22. Do not adjust, clean, or oil moving machinery.
23. Keep machine guards in their intended place.
24. Do not throw objects.
25. Clean up spilled liquid, oil, or grease immediately.
26. Wear hard sole shoes and appropriate clothing. Shorts or mini dresses are not permitted.
27. Place trash and paper in proper containers and not in cans provided for cigarette butts.

Safety Checklist

It's every employee's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list—or any other possible hazardous situation—report it to your supervisor immediately.

- Slippery floors and walkways
- Tripping hazards, such as hose links, piping, etc.
- Missing (or inoperative) entrance and exit signs and lighting
- Poorly lighted stairs
- Loose handrails or guard rails
- Loose or broken windows
- Dangerously stacked supplies or equipment
- Open or broken windows
- Unlocked doors and gates
- Electrical equipment left operating
- Open doors on electrical panels
- Leaks of steam, water, oil, etc.
- Blocked aisles
- Blocked fire extinguishers, hose sprinkler heads
- Blocked fire doors
- Evidence of any equipment running hot or overheating
- Oily rags
- Evidence of smoking in non-smoking areas
- Roof leaks
- Directional or warning signs not in place
- Safety devices not operating properly
- Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Safety Equipment

Your supervisor will see that you receive the protective clothing and equipment required for your job. Use them as instructed and take care of them. You will be charged for loss or destruction of these articles only when it occurs through negligence.

Safety Shoes

The company will designate which jobs and work areas require safety shoes. Under no circumstances will an employee be permitted to work in sandals or open-toe shoes.

Safety Glasses

The wearing of safety glasses by all employees where safety glasses are required is mandatory. Strict adherence to this policy can significantly reduce the risk of eye injuries.

Seat Belts

All employees must use seat belts and shoulder restraints (if available) whenever they operate a company vehicle. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good Housekeeping

Your work location should be kept clean and orderly. Keep machines and other objects (merchandise, boxes, shopping carts, etc.) out of the center of aisles. Clean up spills, drips, and leaks immediately to avoid slips and falls.

Place trash in the proper receptacles. Stock shelves carefully so merchandise will not fall over upon customer contact.

Attendance and Punctuality

Employees are responsible for getting to work on time and calling in before their shift starts if they are going to be late or absent. Failure to due so will result in disciplinary action as seen below.

1. First violation will result in a verbal warning.
2. Second violation will result in a written warning.

3. Third violation will result in further disciplinary action, including possible suspension and up to termination.

Grounds for Immediate Termination

1 Failure to wear required personal protective equipment (PPE) for a specified job task when the employee has been instructed through training to do so.

2 Any action, gross negligence or poor decision making by the employee that would have or did lead to serious harm or damage to said employee, his or her co-worker(s), and/or the clients' products and/or facility, regardless of injury.

3 Any company safety policy that is not adhered to that could have led to serious harm or damage to the affected employee, co-worker(s), company products and/or facility.

4 Any employee who purposely and/or knowingly disregards safety instructions from an NWIS or Client Supervisor, Management or authorized Safety Representative.

5 Failure to pass post-accident/incident Drug and or Alcohol test.

NW Industrial Staffing

Safety and Health Policy Handbook

I have read and understand NW Industrial Staffing, Safety and Health Policy Handbook. I have been given an opportunity to ask questions about my safety and health responsibilities. I agree to follow the responsibilities

outlined in this manual and understand that failure to do so may be grounds for an oral/written safety violation or termination of employment. I have been given a copy of the "Safety and Health Policy Handbook."

Employee Signature ***Date***

NW Industrial Staffing Corporation, Representative Signature ***Date***